

**2017 – 2018 Professional Development Activities**  
*Business, Marketing, and Public Administration*

Name	Content Area
School/ Institution	Home Address, City, State, Zip Code
Email Address	School Address, City, State, Zip Code
Home Phone/ School Phone	Number of Credits Requested ( <i>Maximum 5 credits</i> )

*Important Information:*

- Activities are to be completed between July 5, 2017 – June 30, 2018
- **Due Date is July 20, 2018**
- 1 credit = 15 hours of professional development
- 1 credit costs \$61.00

Send this form and documentation to:  
 Dana Anderson  
 CCCS  
 9101 E Lowry Blvd  
 Denver, CO 80230-6011  
[dana.anderson@cccs.edu](mailto:dana.anderson@cccs.edu)

**Business Education and Public Administration Activities**

X	Dates of Attendance	Activity	Number of Credits	Documentation Needed	Comments	Verification
		2017 CTE Regional Meeting Attendance	1	Completed Program of Study document for 1 program pathway		
		FBLA/PBL Board of Directors	0.5	Summary of activities.		
		FBLA/PBL State Officer Adviser	1	Summary of activities.		
		FBLA/PBL Fall Leadership Conference (State)	0.5	Summary of activities.		
		Colorado Business Educator Conference (CBE)	1	Summary of sessions attended.		
		FBLA/PBL National Fall Leadership Conference	1	Summary of activities.		

X	Dates of Attendance	Activity	Number of Credits	Documentation Needed	Comments	Verification
		Legislative Day on the Hill	0.5	Summary of activities.		
		CACTE Newsletter Article	0.25	Copy of article submitted.		
		FBLA/PBL Skill Judging	0.5	Summary of event(s) judged, evaluation of activity.		
		FBLA District Leadership Conference	0.5	Summary of activities.		
		Colorado Business Educators Newsletter Article	0.25	Copy of article submitted.		
		Business Education/FBLA Week Activities	0.5	Summary of activities planned/conducted.		
		National CTE Week Activities	0.5	Summary of activities planned/conducted.		
		CACTA Conference	1	Attendance of a minimum of 15 hours. Summary of sessions attended.		
		FBLA/PBL State Conference	1	Summary of activities.		
		Event Judging by Business and Industry	0.5	Attain commitment of 4-6 judges; provide all required information to State CTSO Director.		
		Region V Conference (ACTE)	1	Attendance at a minimum of 15 hours. Summary of sessions attended.		
		NBEA Conference	1	Attendance at a minimum of 15 hours. Summary of sessions attended.		
		FBLA/PBL National Leadership Conference	1	Attendance at a minimum of 15 hours. Summary of activity.		
		FBLA/PBL Event Coordinator at NLC	0.5	Summary of activity.		
		MPBEA Conference	1	Attendance at a minimum of 15 hours. Summary of sessions attended.		
		Colorado ACTE (CACTE) Conference	1	Attendance at a minimum of 15 hours. Summary of sessions attended.		

X	Dates of Attendance	Activity	Number of Credits	Documentation Needed	Comments	Verification
		Business Content Team	0.5	Summary of activities.		
		CCCS sponsored Professional Development	0.5	Summary of activities.		
		New Teacher Orientation	1	Summary of activities.		
		MBA Research Consortium Conclave Conference	1	Summary of sessions attended.		
		2017 ACTE Conference	1	Summary of sessions attended.		
		Daniel's Fund Ethics leadership training class	0.5	Summary of activities		
		Other Activities (please describe)				

### Marketing Education Activities

X	Dates of Attendance	Activity	Number of Credit	Documentation Needed	Comments	Verification
		DECA State Officer Advisor	1	1 page summary of activities.		
		State DECA Advisory Committee	0.5	1 page summary of activities.		
		CMEA Conference	1	Summary of sessions attended.		
		DECA Western Region Conference	1	Summary of activities.		
		DECA District Competition	0.5	Summary of activities.		
		ACTE Conference	1	Summary of sessions attended.		
		DECA Competitive Events Committee	0.5	Summary of activities.		
		DECA State Conference	0.5	Summary of activities.		
		Event Judging by Business and Industry	0.5	Attain commitment of 4-6 judges; provide all required information to State CTSO Director.		
		Legislative Day on the Hill	0.5	Summary of activities.		

X	Dates of Attendance	Activity	Number of Credit	Documentation Needed	Comments	Verification
		Marketing Education/DECA Week Activities	0.5	Summary of activities planned/conducted.		
		National CTE Week Activities	0.5	Summary of activities.		
		CMEA Newsletter Article	0.25	Copy of article submitted.		
		CACTE Newsletter Article	0.25	Copy of article submitted.		
		CCCS sponsored Professional Development	0.5	Summary of activities.		
		CACTA Conference	1	Summary of sessions attended.		
		Region V Conference (ACTE)	1	Summary of sessions attended.		
		International DECA Conference (ICDC)	1	Summary of sessions attended.		
		Series Director at ICDC	2	Summary of activities.		
		Assistant Series Director at ICDC	1	Summary of activities.		
		MBA Research Consortium Conclave Conference	1	Summary of sessions attended.		
		MEA Conference	1	Summary of sessions attended.		
		Marketing Content Team		Summary of activities.		
		Colorado ACTE (CACTE) Conference	1	. Summary of sessions attended.		
		New Teacher Orientation	0.5	Summary of activities.		
		Daniel's Fund Ethics leadership training class	0.5	Summary of activities.		
		Other Activities				
		Other Activities				
		Other Activities				